

**Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, California 94109**

**APPROVED MINUTES**

Summary of Board of Directors  
Budget & Finance Committee Meeting  
Wednesday, September 28, 2005

1. **Call to Order:** Chairperson Julia Miller called the meeting to order at 9:50 a.m.

**Roll Call:** Julia Miller, Chair; Harold Brown, Roberta Cooper, Scott Haggerty, Jerry Hill, Mark Ross, Gayle B. Uilkema.

**Absent:** Chris Daly, Patrick Kwok.

**Also Present:** Marland Townsend, Pamela Torliatt.

2. **Public Comment Period:** There were none.

3. **Approval of Minutes of May 18, 2005:** Director Brown moved approval of the minutes; seconded by Director Uilkema; carried without objection.

4. **Fourth Quarter Financial Report for Fiscal Year 2004/2005:** *The financial report for the fourth quarter of fiscal year 2004/2005 was presented. This is an informational item.*

Jeff McKay, Interim Director of Administrative Services, presented the report and reviewed the Statement of Revenue and Expenditures for the General Fund and the Transportation Fund for Clean Air (TFCA) Fund.

Director Uilkema requested that a statement on Reserves be included with future financial reports.

**Committee Action:** None. This report provided for information only.

5. **Consider Request to Increase Credit Card Limits and Issue Additional Cards:** *The Committee considered recommending Board of Director approval of authorization to increase the credit card limit of the Executive Officer/APCO and the issuance of credit cards to senior management staff.*

Mr. McKay explained that currently the District has three credit cards, each having a \$5,000 credit limit, issued to the Executive Officer/APCO, and two Division Directors. In order to enhance the operational efficiency of the District, staff is recommending that the Executive Officer's credit limit be increased to \$10,000 and increase the two existing Division Director limits to \$10,000 each. In addition, staff is also recommending that similar cards be issued to the District Counsel and the two Deputy Air Pollution Control Officers (DAPCO).

Therefore, there will be an overall total credit limit increase from the current credit limit of \$15,000 to the proposed credit limit of \$60,000. This increase in the District's credit card limit and issuing additional cards will have no impact on the District's budget.

Staff responded to questions and concerns regarding what types of expenses the credit cards are used for and who reviews and approves the expenditures. The Committee requested that there be some provision for a formal review of the credit card expenditures, on a monthly basis, by either the Chairperson of the Board of Directors or the Committee.

**Committee Action:** Director Haggerty moved that the Committee recommend that the Board of Directors approve authorization to increase the credit card limit of the Executive Officer/APCO from \$5,000 to \$10,000; that the Executive Office Manager be added to the list of new credit cards issued, as well as the District Counsel with a credit limit of \$10,000 each. The credit limits for the two DAPCOs and the two existing Division Directors will be \$5,000 each. Additionally, there will be a provision established to have the expenditures formally reviewed by either the Chairperson of the Board of Directors or the Committee. The motion was seconded by Director Ross; the motion passed with one objection by Director Brown.

**6. Consider Request to Amend Fiscal Year 2005/2006 Budget and Transfer Funds from Reserve for Building and Facilities:** *The Committee considered recommending Board of Director approval of request to increase fiscal year 2005/2006 budget and transfer funds from Reserve for Building and Facilities.*

Mr. KcKay recommended that the Committee consider recommending Board of Directors approval to transfer \$122,000 from the Reserve for Building and Facilities, and approve an increase in the Administrative Services Building Maintenance budget of \$60,000 for installation of rooftop Safety Anchors, and approve an increase in the Administrative Services Building Maintenance budget of \$62,000 for Air District Building West Exterior Epoxy Injection.

Mr. McKay explained that cracks in the west side of the 939 Ellis Street facility have been considered for epoxy injection over the last several years. A recent increase in the volume of leakage from those cracks motivates the current recommendation for epoxy injection.

Mr. McKay further explained that CAL OSHA requires certified anchoring devices and an Operations Procedure Outline Sheet on San Francisco commercial building rooftops. The anchors are used during servicing of the building, including window washing and painting.

Director Haggerty stated that it is possible that the District's building has been damaged by the construction of the building next door. Director Haggerty recommended that staff investigate this matter further to find out if a settlement could be obtained from the management of the building next door. Also, staff should obtain a cost for having a building inspection done.

**Committee Action:** Director Uilkema moved that the Committee recommend that the Board of Directors approve the following:

- transfer \$122,000 from the Reserve for Building and Facilities;
- increase the Administrative Services Building Maintenance budget for fiscal year 2005/2006 of \$60,000 for installation of rooftop Safety Anchors;
- increase the Administrative Services Building Maintenance budget for fiscal year 2005/2006 of \$62,000 for Air District Building West Exterior Epoxy Injection.

Direction was given to staff to obtain a cost for conducting a building inspection and to investigate whether or not the District is still within the statute of limitation to file a claim against the management of the building next door.

The motion was seconded by Director Brown; carried unanimously without objection.

7. **Consider Recommending approval of Purchase Order, Amendment to FY 2005/2006 Budget and Transfer Funds from Reserve for Production System:** *The Committee considered recommending Board of Directors approval to transfer \$250,000 from Reserve for Production System, approve an increase in the Information Systems Professional Services budget of \$250,000 and approve a purchase order to CH2MHill in an amount not to exceed \$250,000 for configuration and building of an Oracle database.*

Mr. McKay presented the report and provided the following information for the migration to Oracle database:

- High level design decisions completed
- Pilot Implementations starting early 2006
- Current request provides for pilot database

Mr. McKay explained that a key opportunity associated with the replacement of IRIS and Databank is to substitute a planned Oracle database structure for the existing non-optimal database architecture. CH2MHill is recommended as the sole source based on these criteria, and based on the high costs of training other vendors. This work will result in a populated, functioning Oracle database suitable for use in the upcoming pilot projects at the District.

**Committee Action:** Director Uilkema moved that the Committee recommend Board of Director approval for the following:

- transfer \$250,000 from the Reserve for Production System;
- increase the Information Systems Professional Services budget by \$250,000; and
- approve a purchase order to CH2MHill in an amount not to exceed \$250,000 for configuration and building of an Oracle database.

The motion was seconded by Director Hill; carried unanimously without objection.

8. **Committee Member Comments/Other Business.** Chairperson Miller requested a status report on the installation of the video teleconferencing. Mr. McKay explained that he is waiting for one other bid before finalizing the plans.

Mr. McKay introduced Michael White, the new Finance Manager.

**9. Time and Place of Next Meeting:** At the Call of the Chair.

**10. Adjournment:** The meeting adjourned at 10:35 a.m.

*/s/ Neel Advani*

Neel Advani

Deputy Clerk of the Boards